



## REGENT SQUARE CIVIC ASSOCIATION

### MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS (draft)

March 3, 2008, 7:10 p.m. – 8:40 p.m.

7604 Charleston Ave., Pittsburgh, PA 15218

First draft dated March 4, 2008

Last revised March 16, 2008 (Revisions in red)

#### Attendance:

Voting Members:	Org.	1/5	1/26	2/4	3/3	4/7	5/5	6/2	8/4	9/8	10/6	11/3	12/1
Cathy Brennan ('06-'08)	RSCA Board		X										
Liz Caplan ('08-'10)	RSCA Board		X	X									
Pat DiRienzo ('07-'09)	RSCA Board	X	X	X	X								
Kathryn Griffin ('08-'10)	RSCA Board		X		X								
Alina Keebler ('06-'08)	RSCA Board	X	X	X	X								
Andrew Lang ('08)	RSCA Board	X	X	X	X								
Melissa McDonough ('07-'09)	RSCA Board	X	X										
Darrell Rapp ('08-'10)	RSCA Board	X	X	X	X								
Joan Reefer ('06-'08)	RSCA Board	X	X										
Frank Ruffing ('08)	RSCA Board	X	X	X									
Kathleen Schneider ('07-'09)	RSCA Board, Treas.		X										
Carole Stanier ('07-'09)	RSCA Board	X	X	X									
Carrie Webber ('06-'08)	RSCA Board, Pres.	X	X	X	X								
<i>also attending:</i>													
Jennie Watson	Pgh Neighborhood Initiatives	X	X	X	X								
Alana Rykala	RSCA Newsletter				X								
Jared Delaney	RSCA Citizens vs.Litter				X								

**Call to Order:** Carrie Weber, President, called the meeting to order at 7:10 p.m. Not enough Board Members were in attendance for a quorum. Any items needing a Board vote will have to be discussed again at the April meeting.

#### Approval of Minutes:

Alina Keebler emailed draft of February minutes to all Board Members. No correction were submitted and finalized minutes were redistributed to all once again. Due to lack of Board quorum, Minutes will need to be approved at April meeting.

- Action Item: **Carrie Webber** to send copy Retreat Minutes to all Board Members.

#### Treasurer's Report:

- Kathleen Schneider submitted the Treasurer's Report via e-mail (see attached Feb. 29, 2008 report)
- Board must decide whether to roll over the \$6099.48 CD which expires on 3/10/08. The South Braddock Avenue Committee (SBAC) expressed concern about needing the money. A second CD for \$7057.63 expires on 6/19/08 so this money could be used instead. By that time, the

SBAC should have a better idea of their budget and timeline. Due to lack of Board quorum, decision will need to be approved at April meeting.

### **Discussion – Prior Business:**

#### *Committee List & Descriptions (report by Carrie Webber)*

- Discussion ensued about the types of committees and who should chair them.
- Committee descriptions prepared in 2003 were reviewed.
- Website is still missing descriptions for some of the current committees.
- A group needs to convene to clarify committee structure, limits and responsibilities.
- Action Item: **Committee Chairs** to send their committee descriptions, if missing, to Alina.

#### *Bird Mural Poster:*

- Webmaster Bob McLaren already had scanned mural file and has uploaded it onto website.

### **Discussion – New Business:**

#### *Business Networking Committee – see attached report*

- Committee is considering several initiatives including a “restaurant crawl” in late fall.

#### *Communications Committee (Alina Keebler) – see attached report*

##### Website:

- Have not received any submissions for Calendar of Events
- Committee chairs and aliases still need to be updated.
- Action Item: **Carrie Webber** to work with Bob McClaren on above.

##### Newsletter:

- Alana Rykala provided draft of cover page with new RSCA logo as per suggestion. All present approved.
- Suggestions for a web-based and/or emailed newsletter replacing the current hard-copy, hand-delivered issues were discussed as were the benefits of the current.
- Suggestions were discussed for the monthly adding of Board Member list, RSCA accomplishments list, volunteer opportunities and municipality/school district. However, space is limited and those items will have to replace other existing features. Also, someone will have to be responsible for gathering the information.
- Action Item: **Alina Keebler, Alana Rykala and Carrie Webber** to meet to discuss the two issues above.
- No business has volunteered to underwrite newsletter issues. All felt that effort to find underwriters be continued for at least another month. It was suggested that one business be recruited to be the first, encouraging others to follow.
- Action Item: **Alina Keebler** to ask Liz Caplan if she could help in finding the first underwriter.

#### *Events Committee*

##### Yard Sale:

- Carrie Webber is concerned about having enough volunteers for event.

#### *Finance Committee*

- Carrie Webber and Kathleen Schneider suggested caps for committee expenditures without Board approval as follows: \$600 for Executive Committee and \$100 for all other committees.
- Discussion ensued about which committees would qualify, relationship to pre-approved budgets, and the time frame for expenditures. No consensus was reached.
- Action Item: **Executive Committee** to work out the details and bring matter to next Board meeting.

*Liaison - Community:*

- Environment Charter School:

- Pittsburgh Board of Education has approved charter.
- Charter School's board president has submitted full-page article for April issue
- Discussion ensued about this issue. All agreed that submittal should only be included as a separate, stand-alone piece. Otherwise, it should be turned into a factual article reporting the school's approval.
- Action Item: **Alina Keebler** to contact Charter School and ask if they would like to cover costs of a newsletter insert on colored paper (approx. \$225) or would rewrite letter as a briefer, more factual article.

- WSCC:

- No feedback from WSCC on improving location for RSCA Board meetings

- Frick Park Clay Tennis Courts:

- All **Board Members present** agreed with donation of \$400 for lines for 5th court as per request at February Board meeting. Due to lack of Board quorum, decision will need to be approved at April meeting.

*Liaison – Government:*

- All agreed that RSCA should be in contact with the four municipalities. A Board volunteer is needed for each municipality.

*Marketing Committee (Carrie Webber & Pat DiRienzo) – see attached report*

- **Committee is looking into working with business community on a "restaurant crawl" in late fall.**

*Membership Committee (Kathryn Griffin) – see attached report*

- Open House:

- Committee would like to move Open House to earlier in year, possibly during a Community Day event.

- Recruitment:

- Committee is considering incentives (such as license plate frames, decals, and tote bags) for regular and "enhanced" memberships.
- Committee is also interested in continuing Welcome Packet (tote bags filled with **RS Business Directory, RSCA information, and** promotional materials from local businesses) for new homeowners to recruit new members. Funds for new tote bags **and directory printing (\$2,000)** were approved in Fall 2007
- Action Item: **Alina Keebler** to send most current business listing, tote bag information and packet gathering procedures and volunteers to Kathryn.

- Other:

- Committee would like to find a consultant or intern to help with membership database. All approved effort.

*Nominating Committee (Carrie Webber)*

- Cathy Brennan, Alina Keebler, Joan Reefer and Carrie Webber's terms will expire at end of 2008 with Alina and Joan serving their second terms and not able to run again. Andrew Lang and Frank Ruffing's one-year appointments to Board will also expire in December.
- Committee would like to begin nominating process earlier in year.
- Action Item: **All Board Members** to begin identifying potential candidates for Board.

*Public Improvements Committee (Andrew Lang)*

- South Braddock Avenue:

- Former committee chair, Arch Pelley, has provided background on efforts to date.
  - Committee will meet again in 2 weeks re. banners and trash cans
  - Action Item: **Carrie Webber** to speak with Treasurer Kathleen Scheneider re. making sure that funds are available for related expenditures.
- Safety:
- Traffic accident last month at the corner of S. Braddock and Henrietta was discussed.
  - Action Item: **Carrie Webber** to contact Doug Shields for update on accident.
  - Mayor's Office representative Jenny Watson suggested that all incidents and problems be reported to 3-1-1 line as the line's statistics are used in prioritizing actions needed.
  - Action Item: **Jenny Watson** to request, on RSCA's behalf, that a City Engineer's traffic study be done for all intersections with S. Braddock Avenue, and to forward resulting recommendations to RSCA.

#### Other

- History of Regent Square book
  - Discussion ensued about reprinting Nevin Rodes book on Regent Square. Alina holds original pages which Nevin left with her when he retired to Florida.
  - Action Item: **Board** to see if Joan Reefer and Melissa McDonough would be interested in working on this effort
- Internship Assistance
  - Kathryn Griffin suggested that the Executive Committee write a letter to Carnegie Mellon University and University of Pittsburgh re. engaging unpaid college intern to assist with RSCA tasks and initiatives.
- Earth Day Event – April 19<sup>th</sup> 9:30 AM to noon (Alana Rykala & Jared Delaney):
  - Jared Delaney who has been involved with Citizens Against Litter – Regent Square will organize an Earth Day clean-up event that will target the Parkway Interchange and the Forbes Avenue corridor towards Squirrel Hill. Nine Mile Run Watershed Assoc. (NMRWA) is collaborating in this effort. Afterwards, volunteers can attend City of Pittsburgh picnic at Schenley Park.
  - Action Item: **Jared Delaney** to contact Barb Peterson since she organizes interchange clean-ups four times a year
  - Action Item: **Kathryn Griffin** to send updated email for Barb Peterson to Jared.
  - Action Item: **Jared Delaney** to submit a budget for possible expenditures such as “Nifty Nabber” pick-up tools.
  - Related items discussed:
    - recycling of electronics – possibility of working with Construction Junction on this effort;
    - overflowing cigarette butt receptacles in Braddock Avenue business district - could be addressed via Business Networking Group; and.
    - City of Pgh's extended list of recyclables – need to have a newsletter article on this new initiative

#### Adjournment

- At 9:50, the March meeting of the RSCA Board of Directors was adjourned. .

#### Next Meetings:

*Board Meeting:* Monday, April 7, 2008 7 PM; Wilkins School Community Center  
*Board Meeting:* Monday, May 5, 2008 7 PM; Wilkins School Community Center  
*Board Meeting:* Monday, June 2, 2008 7 PM; Wilkins School Community Center  
*Board Meeting:* Monday, August 4, 2008 7 PM; Wilkins School Community Center  
*Board Meeting:* Monday, September 8, 2008 7 PM; Wilkins School Community Center  
*Board Meeting:* Monday, October 6, 2008 7 PM; Wilkins School Community Center  
*Board Meeting:* Monday, November 3, 2008 7 PM; Wilkins School Community Center  
*Board Meeting/Open House:* Monday, December 1, 2008 7 PM; location TBD